



# Smartphone Tips

IMPROVE YOUR MOBILE EXPERIENCE

## WINDOWS PHONE

### Pin, Unpin & Resize Start Screen Tiles

› When you power up a brand new Windows Phone smartphone or download new apps, you'll see that app tiles simply show up on-screen. You don't have to resign yourself to the size and placement of those tiles. To pin an app to the Start screen, swipe left to access the Apps menu, tap and hold the tile, and tap Pin To Start. To unpin a tile, tap and hold the tile, and tap the Unpin icon. You can also tap and hold a tile and then tap the arrow icon to make the tile smaller or larger. The larger it is, the more information it will display.

### Take Advantage Of Auto-Correct

› Windows Phone offers numerous automatic text correction features that are designed to speed up typing. When you reach the end of a sentence, for example, tap Space twice to automatically place a period at the end of the sentence and capitalize the next word if you should decide to type another sentence. Windows Phone also adds accents and apostrophes where it seems they might be needed (for example, it will change "werent" to "weren't," and will even try to determine whether the word "well" is meant to be left as it is or changed to "we'll"). As you type words that Windows Phone doesn't recognize, it might try to change them. If you should ever need to reset the dictionary, access Settings and tap Keyboard, Advanced, and Reset Suggestions.

### Combine Duplicate Contacts

› Windows Phone 8 does a great job of collecting all of your contacts into one place so they're easy to search for. If you find you have multiple instances of the same contact, however, drawn in from various email and social media accounts, you can use the Link feature to combine them on your smartphone. Find one of the contact instances, tap the Link icon, and then either select another contact instance to connect it to or tap Choose A Contact to find the correct contact to link.

## ANDROID

### Can't Log Back In To A Hotel Wi-Fi Hotspot?

› Whether you're in a hotel room, restaurant, or anyplace where there is a secured Wi-Fi hotspot available, the following scenario might be familiar. At one point you asked for the SSID (or password for accessing the hotspot), entered the SSID on your smartphone, accepted the hotspot provider's terms and conditions, and made use of the wireless Internet access, only to return at a later time to find you're unable to access the same hotspot. You might see a wireless symbol, but it has a diagonal line through it, indicating that your Android smartphone recognizes you've logged into that hotspot before, but for some reason isn't permitting you to access it now.

To solve this, start by swiping down from the top of the smartphone screen and tapping the wireless icon. In the list of wireless hotspots, find the hotspot you're trying to connect to, press and hold it, and tap Forget. Wait for a moment to see if the Wi-Fi network shows up again in the list. If it does, tap it and log in as you did previously. If it doesn't show up right away, power your smartphone off and then back on, and try accessing the Wi-Fi network again. Taking these steps should allow you to once again enter the SSID and accept the hotspot provider's terms and conditions.

### Delete Browsing History

› Deleting the mobile Chrome browser history on your Android smartphone eliminates some potential privacy issues and helps keep your device clutter-free and running as quickly as possible. In Chrome, tap the menu icon, Settings, (Advanced) Privacy, and Clear Browsing Data to remove browsing history, site data, and related information.

### Get Wireless Internet For Your PC In A Pinch

› You can use your Android smartphone as a wireless modem to connect a PC to the Internet if you have three things: a smartphone model that supports it, the appropriate USB data cable (almost always sold separately from phones), and login information (ID and password) from your wireless service provider. Keep in mind that the connection will be slower than you're used to on the PC and that using your smartphone as a modem will drain the phone's battery life more rapidly than ordinary use, but this procedure can come in handy when you need it most.

On the phone, access applications and tap Settings, About Phone, USB Settings, and PC Internet. Press the Home key, use the cable to connect the smartphone to the PC, and wait for the installation instructions to appear. Follow the instructions provided to establish an Internet connection for the PC (this will vary depending on the smartphone and the PC's operating system). Enter the required ID and password and wait for the connection to complete. Simply unplug the phone and return its settings to normal when you're done.

### Download Maps For Offline Use

› Sometimes you have data access, and sometimes you don't. Because it can be a pain to suddenly lose access to live maps on your Android smartphone while traveling, it's wise to search for the maps you might need ahead of time and download them for offline use later on. That way, whether you encounter a cellular dead zone, have no access to a Wi-Fi network, or both, you'll still have access to the maps you need. To download a map, open the Google Maps app, find the area you're looking for, tap Menu, and tap Make Available Offline. You can then view the estimated size of the available map section and pinch and zoom to select the map area you prefer. Keep in mind that there are some limitations: you can download up to six apps (if you try to download a seventh, you'll have to delete a previously downloaded map) and there must be enough storage capacity available on your device to accommodate the maps.

### Add Voice Privacy

› All major carriers will assure you that your voice calls are secure, but there is a way to add another layer of encryption to voice calls, which makes them more secure. To do this using an Android smartphone, access Settings, tap My Device, tap Call, and tap to place a check mark in the Voice Privacy check box.

Clear Map

Make available offline

Settings

Help

Need to be sure a map will be handy later on? Google Maps makes it easy to save maps for offline viewing.

## BLACKBERRY

## Merge Contacts & Calendar Items

› If you find yourself with multiple contact and calendar entries on your BlackBerry 10 smartphone, it could be the result of BlackBerry Link synchronizing items between your computer and your device but leaving behind items that you created on your smartphone. If that's the case, you can rectify the situation by deleting the smartphone-only entries. To do this, access Settings on your BlackBerry, select Accounts, select the More (three vertical dots) icon, and then select Clear Local Contacts and/or Clear Local Calendar. Keep in mind that this action permanently deletes the entries that exist solely on the device.

## Zoom, Even When The Screen Doesn't Allow It

› Every touchscreen user probably knows by now what it means to “pinch to zoom,” in which two fingers are used to zoom in or zoom out on a screen's text and images. As you've likely noticed, however, there are many apps and browser pages on which this is possible, and many others on which this isn't possible. Don't let that stop you, however. If you have a touchscreen BlackBerry 10 smartphone, access Settings, tap Accessibility, and switch on the Magnifying Mode feature. Doing this magnifies the screen a little bit right away. You can adjust the level of magnification by sliding two fingers apart on the screen (to zoom in) or by pinching two fingers together (to zoom out). To toggle Magnifying Mode on and off without having to go into settings, use two fingers to swipe down from the top of the screen.

## Watch A Video Without Sound

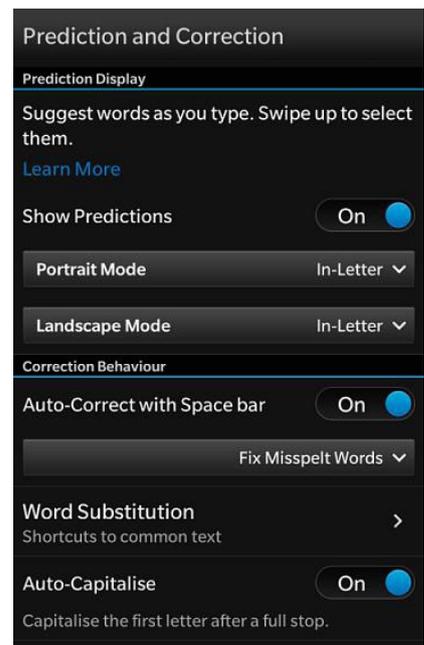
› For those times when you need to watch a video file on your BlackBerry but you're not alone and don't have a pair of headphones, you have a few options. Two options—watching without sound or turning the sound down low and holding your smartphone to your ear—usually aren't all that helpful. There is a third option, however. Access Settings, select Accessibility, and flip the Closed Captions switch to the On position. Now you'll be able to turn the volume all the way down, watch the video, and read the text captions.

## Forget Auto-Correct, Create Your Own Text Shortcuts

› All right, don't actually forget auto-correct. Despite its often-documented failings, auto-correct (known as “word substitution” in the BlackBerry universe) is arguably more helpful than not when it comes to typing on a smartphone touchscreen. However, if you're using a BlackBerry 10 smartphone, you can create your own text shortcuts to speed up your typing. If, for example, there's a certain unusual word, or even an entire phrase, that you use fairly often, you can establish a shortcut using an abbreviation or a nonsense word that, when you type it, uses word substitution to replace what you typed with the full word or phrase. To do this, access Settings, and then tap Language And Input, Prediction And Correction, Word Substitution, and the Add (plus sign) icon, then enter the abbreviated and full text when prompted.

## Use The Smart Tag App

› BlackBerry 10 smartphones that support the short-range wireless standard called NFC (Near Field Communications) can store scanned NFC tags as well as QR codes as “smart tags.” In the case of QR codes, you can think of a smart tag as somewhat akin to a Web browser favorite, storing the essential information (such as a URL) provided by the QR code. With an NFC tag, you might, for example, use smart tags to save the information from someone's business card after “bumping” phones to exchange cards, or to save the details about an event after touching your smartphone to an NFC-enabled kiosk. To use smart tags, open your BlackBerry's Smart Tags app before scanning a QR code or NFC tag. Then, after capturing a QR code or tapping your phone against an NFC tag, you'll have the option to save the smart tag.



Within the Language And Input settings, tap Word Substitution on the Prediction And Correction screen to alter the ways in which your BlackBerry smartphone substitutes typed text with other text.

## iOS

## Stream Music From Computer To Phone

› Your iPhone is a great communication tool for you and your business, but that doesn't mean it's all work and no play. In your downtime, an iPhone makes a great iPod, letting you listen to music and podcasts, and watch videos.

The downside is using the valuable and limited storage space on your iPhone to hold your media library. But there is another way, at least for when you're at home. If you're using iTunes 10.2 or later, and your iPhone is using iOS 4.3 or later, you can use Home Sharing to stream all of your iTunes content to your iPhone (and other iOS devices) using your home's Wi-Fi connection. Because you're streaming the media, you're not using up precious storage space on your iPhone. This only works, however, as long as your computer and iOS device are both using the same wireless network.

To Turn on Home Sharing, launch iTunes on your Mac or PC. From the File menu, select Home Sharing and then Turn On Home Sharing. Enter your Apple ID when asked, and then click the Create Home Share button.

On your iOS 8 phone, access Settings and select Music, and then log in to Home Sharing using the same Apple ID you used to enable Home Sharing in iTunes. Launch the Music app, tap More, select Shared, and then choose the shared library you wish to access. (In earlier iOS versions, open Settings and select iPod to find the Home Sharing section. Launch the iPod app, tap More Options, select Shared, and then choose the appropriate library.) From there, use the iPod app the way you normally would.

## Cut Signals To Save Battery Life

› Whether you're using your iPhone or not, the Wi-Fi radio continually scans and therefore slowly drains your battery. To turn off Wi-Fi, tap Settings, tap Wi-Fi, and slide the switch to the Off position. Turning off cellular data is another great way to conserve battery life. To do this, tap Settings, tap Cellular, and set Cellular Data to the Off position.

Although disabling Wi-Fi and cellular data does a lot for your battery life, it can be murder on your mobile productivity and social life. If you're looking for a better way to reclaim lost processing cycles, consider disabling push notifications. To do this, tap Settings, Notification Center, and scroll through the list of applications that support notifications to enable or disable Sounds, Alerts, and Badges. To turn off notifications for individual apps, tap the app and slide the toggle switches for Show In Notification Center and Show On Lock Screen to the off position, and then tap Back.

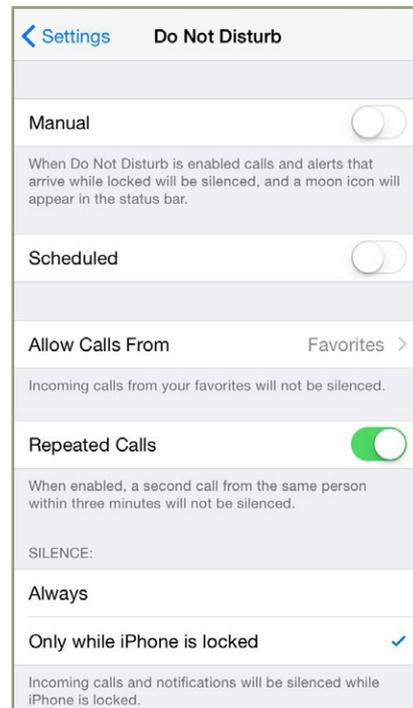
If you want to turn off notifications entirely, you can do so by using the Do Not Disturb feature. Tap Settings, tap Do Not Disturb, and slide the Manual switch to the Off position or set up a schedule for making Do Not Disturb active. Using this feature turns off alerts and calls as well. When Do Not Disturb is in use, a moon icon displays in the status bar.

If you want to kill every wireless signal your iPhone emits, you could be looking at a substantial battery-saving step, and it's easy to do: just enable Airplane Mode. To do this, tap Settings, and then slide the switch adjacent to Airplane Mode to the On position.

Other battery-conservation tips include disabling Bluetooth (tap Settings, tap Bluetooth, and slide Bluetooth to the Off position) and turning off location services (tap Settings, Privacy, and Location Services; slide Location Services to the Off position).

## Block Calls, Texts & FaceTime

› Accessing the block list on iOS 7 or iOS 8 requires only a few simple steps. Access Settings, scroll down, and tap Phone, Messages, or FaceTime. (It doesn't matter which option you select; you won't receive calls, messages, or FaceTime connections from any contact you add to the Blocked list.) Next, tap Blocked in any of the three categories and choose Add New to select who to add to your Blocked list.



Use the iPhone's Do Not Disturb feature to turn off notifications entirely.